

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SPECIALIZED FOSTER CARE, SERVICE AREA 8



TRANSFER OPPORTUNITY



SECRETARY III

The Department of Mental Health (DMH), Specialized Foster Care Program located at 100 Oceangate Parkway, Suite 690, Long Beach, is seeking an enthusiastic, motivated, experienced individual to fill the position of Secretary III. Candidates with excellent administrative, organizational, verbal and written communication skills are encouraged to apply.

EXAMPLE OF DUTIES:

- Provide daily management and secretarial support directly to the Mental Health Clinical Program Head and administrative team.
- Schedule appointments, and coordinate conferences and meetings.
- Prepare inter-office notices, bulletins, and memoranda.
- Review written materials for grammar and proper formatting.
- Review materials submitted to Program Head's attention and ensure all relevant data, files, signatures, etc., are included.
- Some data entry for COS and MAA billing may be required.
- Responsible for inventory, supplies, and procurement.
- Screen office phone calls and refer to the appropriate individuals.
- Create forms, graphs, and templates.
- Special assignments, as needed.

DESIRABLE QUALIFICATIONS:

- Strong administrative and organizational skills.
- Ability to multi-task, prioritize multiple assignments and meet deadlines.
- Strong verbal and written communication skills.
- Ability to effectively edit and draft documents.
- Ability to represent the Department well and communicate effectively with others in the public and private sectors.
- Highly-skilled in working with MS Office, i.e., Word, Excel, PowerPoint, Publisher, Visio, and Outlook.

Interested applicants may submit their resume, letter of interest, last two (2) performance evaluations, and master time card for the past one (1) year **by Friday, May 16, 2014 to:**

Sylvia Martinez
(213) 738-3940

smartinez@dmh.lacounty.gov

550 S. Vermont Avenue, 3rd floor, Los Angeles, CA 90020